



MEMORANDUM

TO: Public School Superintendents
Charter School Principals
Accredited Nonpublic School Principals

FROM: Pat Mapes, Director
Education Licensing and Development

DATE: June 18, 2010

SUBJECT: Update on Substitute Teacher Permit and Emergency Permit applications

In the past the Office of Educator Licensing and Development mailed packets of Emergency Permit applications to school corporation offices in the summer for use during the following school year. In 2009 we began providing the most current electronic version of the Emergency Permit application on our website so that you can download and print the application as you need it. The link for the application is included below, and it is also posted on our DOE-Office of Educator Licensing and Development website. By making the application available electronically we can ensure you always have the most up to date version of the application and our office saves time and money.

Please click on the links below and bookmark them in your web browser.

Link to the [Emergency Permit Application](#)

Link to the [Approved Program Confirmation Form](#)

We encourage you to apply for Substitute Permits online through the following link:

[Teacher On-Line Licensing System](#)

However, if you wish to access the paper Substitute Permit application you can follow the link below:

Link to the [Substitute Permit Application](#)

Thank you for your cooperation and support as we strive to provide more effective service. Should you have questions or need additional information, please contact Risa Regnier at rregnier@doe.in.gov.